

**BY ORDER OF THE COMMANDER
RAMSTEIN AIR BASE**

RAMSTEIN AIR BASE INSTRUCTION 32-2001

15 APRIL 2015

Civil Engineering

FIRE EMERGENCY SERVICES PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Randall D. Marshall)

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This publication implements AFD 32-20. These procedures establish policies, practices and procedures for a comprehensive base fire prevention program within the Kaiserslautern Military Community (KMC). It applies to all AF personnel assigned or attached to units in the KMC, to include all tenant organizations. It assigns responsibilities for fire prevention and protection and establishes a recognized standard of practice for safeguarding life and property from the effects of fire. Failure to prevent fires could seriously hamper mission accomplishment here and at other bases worldwide. Therefore, it is essential that all personnel, military and civilian, maintain constant vigilance to prevent needless loss of life and property to fire. This instruction is consistent with Air Force Occupational Safety and Health (AFOSH) standards, Air Force Instructions (AFI), National Fire Protection Association (NFPA) standards, Unified Facilities Criteria (UFC), Engineering Technical Letters (ETL) and the International Building Code. Standards for unique conditions for which no fire prevention criteria have been developed or published will be developed according to the recommendation of the KMC Fire & Emergency Services (FES). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional's chain of command.

Failure to observe the prohibitions and mandatory provisions in this instruction by military members is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ).

SUMMARY OF CHANGES

The updated publication will be used to provide facility managers and unit commanders with current fire prevention requirements as outlined in the NFPA standards. According to current NFPA 2013 editions and applicable AF safety standards, the 2008 version of Ramstein Air Base Instruction (RABI) 32-2002 Fire Prevention Program is outdated. Redundant and conflicting information was removed. Procedures that are no longer applicable were updated to current standards. This instruction applies to all the Air Force (AF) KMC areas. This document is substantially revised and must be completely reviewed.

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Chapter 1

ADMINISTRATION AND ENFORCEMENT

1.1. Scope/Purpose.

1.1.1. The scope of this instruction defines policies, responsibilities and sets standards and procedures for fire prevention and protection. All AF personnel assigned to the KMC, support units and contractors, will adhere to all provisions of this regulation.

1.1.2. The purpose of this instruction establishes minimum fire prevention measures for complete fire protection services to prevent loss of life or personal injuries and reduce property loss to the lowest attainable level consistent with mission, sound engineering and economic principles.

1.2. Authority.

1.2.1. This office is governed by AFI 32-2001, Fire Emergency Services Program, 9 September 2008, Certified Current 10 November 2010.

1.2.2. The KMC Fire & Emergency Services (FES) Flight is authorized to inspect, at reasonable times, any building or premises, for dangerous or hazardous conditions or materials as set forth in this standard.

1.2.3. Fire protection waivers, exceptions and alterations: FES is not authorized to approve waivers, exceptions or alterations. Waivers, exceptions and alterations concerning fire protection will be made in accordance with (IAW) AFI 32-2001, UFC 3-600-01, *Fire Protection Engineering for Facilities*, and UFC 3-60002, *Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*.

1.3. Fire Prevention and Protection Program.

1.3.1. Every AF activity will have a fire prevention and protection program based on its size, mission and available resources.

1.3.2. The Base Fire Marshal, (Commander, 86th Civil Engineer Squadron [86 CES/CC]) is responsible to the Commander, 86 Airlift Wing (86 AW/CC) for fire prevention and protection within the KMC. In addition, the Base Fire Marshal is also responsible for the technical development and execution of an effective fire prevention and protection training program for the KMC.

1.4. Fire Prevention and Public Education.

1.4.1. The Fire Prevention Section (86 CES/CEFP) is available to present fire prevention lectures, demonstrations, and hands on training covering the following subjects

1.4.1.1. Facility Managers' Fire Safety Program

1.4.1.2. Newcomers' Fire Safety Briefing

1.4.1.3. Portable Fire Extinguisher Training

1.4.1.4. Family Child Care (FCC) Providers' Fire Safety Program

1.4.1.5. Home Fire Safety Briefing

1.4.1.6. Contractors' Fire Safety Briefing.

1.4.2. The Fire Prevention office promotes fire safety throughout the year. For assistance, contact Fire Prevention at 480-5940.

Chapter 2

FIRE PREVENTION RESPONSIBILITIES

2.1. Unit Commander.

2.1.1. Unit commanders are responsible for developing and enforcing a fire prevention program within their unit. They are also responsible for the timely correction of identified safety deficiencies within their unit. Each unit's fire prevention program shall include written guidance for fire reporting, evacuation and firefighting procedures. Unit fire prevention programs should be routed through the Fire Prevention Section before implementation.

2.2. Facility Managers.

2.2.1. Facility managers are appointed by their unit commanders and must maintain the following fire prevention program documentation in their facility folder for a minimum of three years:

2.2.1.1. Evacuation plans

2.2.1.2. Monthly Fire Extinguisher Inventory

2.2.1.3. Copies of AF Forms 1487, Fire Prevention Visit Report

2.2.1.4. ORM. For guidance on processing of ORMs contact the Fire Prevention Section

2.2.1.5. AF Forms 332 numbers for their facilities

2.2.1.6. Approval Letters coordinated through the Fire Prevention Section

2.2.1.7. Approved Hazardous Material (HAZMAT) storage requests

2.2.1.8. Explosive Storage Licenses

2.2.1.9. Training roster for annual fire prevention training for all personnel working in the facility

2.2.1.10. Facility Fire Evacuation Drill Evaluations

Chapter 3

FIRE PREVENTION ASSESSMENT

3.1. Fire Prevention Inspections.

3.1.1. The primary responsibility for fire prevention and compliance with the recommendations of fire inspectors rests with the unit commander. Commanders accomplish this through functional managers, facility managers and supervisors of the unit being inspected. Fire inspectors will visit all facilities and areas at periodic intervals to ensure prompt detection and elimination of fire hazards. These visits do not relieve the commander or the facility manager of the responsibility of identifying hazards in areas under their control. Commanders and facility managers will be notified of existing hazards in their areas by the use of AF Form 1487. As directed by the Base Fire Marshal or Fire Chief, fire inspectors will conduct no-notice walk-through inspections. If an AF Form 1487 is issued, the following corrective actions must be taken by the unit commander and facility manager:

3.1.1.1. If the hazards cannot be corrected at once, implement interim control measures to reduce the risk to an acceptable level, as instructed by the fire inspector.

3.1.1.2. Fire Safety Deficiency (FSDs) will be programmed for corrective actions, using the AF Form 332, and submitted to the Base Civil Engineer (BCE).

3.1.1.2.1. Deficiencies with the greatest risk to life and mission continuity will be assigned FSD 1 and along with submitting an AF Form 332 an Operational Risk Management (ORM) and Corrective Action Plan shall be IAW AFI 32-10141.

Examples: ORM Attachment 1, and Corrective Action Plan Attachment 2.3.1.2 At any time a fire suppression system (to include foam systems in hangers), automated sprinkler system, hood and duct system, and fire alarm systems go down or become out of service the FES shall be notified.

Chapter 4

MOTOR VEHICLE OPERATIONS AND STORAGE

4.1. Motor Vehicle Operations.

4.1.1. Vehicles will not drive over a fire hose without hose bridges in place, unless directed by the firefighters.

4.2. Motor Vehicle Storage.

4.2.1. Motor vehicles will not be stored in hangars or other shops not specifically designed for that purpose unless approved by the Base Fire Marshal. The requester must submit a written request through their commander through the KMC Fire Chief (86 CES/CEF) for approval of the Base Fire Marshal. Spark arrestors will be installed on all internal combustion engines required to operate within the confines of a facility defined as a hazardous area.

4.2.2. Forklifts and other material-handling equipment using internal combustion engines may be parked inside overnight and weekends only in that area within the facility designated for specific parking by the KMC Fire Chief. Forklifts and other material-handling equipment will not be parked in front of fire exits or exit accesses.

Chapter 5

FIRE REPORTING, EVACUATION AND DRILLS

5.1. Fire Reporting Procedures.

5.1.1. During an emergency call the F&ES from a safe location.

5.1.1.1. On base: Defense Switched Network (DSN)—dial 112. Commercial—dial 06371-47-112.

5.2. Evacuation. Upon activation of the fire alarm system, the facility will be evacuated and occupants shall proceed to a designated location, per the facility evacuation plan, at least 75 feet away from the facility.

NOTE: Never reenter an evacuated facility.

5.3. Fire Evacuation Drills.

5.3.1. Facility managers are encouraged to conduct fire drills to test their fire evacuation plans, at regular intervals.

NOTE: At no time will facility managers or building occupants initiate a fire evacuation drill using the building fire alarm system without first coordinating with the base Fire Prevention Section.

Chapter 6

FIRE SAFETY IN OCCUPANCIES

6.1. Family Housing.

6.1.1. Sponsors are responsible for fire prevention in their quarters.

6.1.1.1. Storage is prohibited in heater rooms or heater closets.

6.1.1.2. At no time shall cooking of any kind be left unattended.

6.1.1.3. In the interest to better serve the community, the base FES should be notified by the CE housing flight if any special needs are required by individuals living in on-base housing.

6.2. Dormitories.

6.2.1. At no time shall cooking of any kind be left unattended.

6.3. Public Assembly.

6.3.1. Public assembly facilities shall establish a fire prevention program. Employees shall be trained in fire reporting, facility evacuation and portable fire extinguisher use. The facility manager shall maintain a record of all training.

6.3.2. Managers or assistants shall conduct closing inspections.

6.3.3. Open flame devices used in any assembly occupancy shall adhere to Chapters 9 & 13

6.4. Warehouses.

6.4.1. Access aisles shall be maintained to provide convenient access to all portions of the storage areas. Access aisles shall not be less than 8 feet in width.

6.4.2. Cross aisles of not less than 4 feet in width shall be provided for stacks up to 10 feet in height. Where stacks exceed 10 feet in height, cross aisles shall be at least 5 feet in width.

6.4.3. A 24-inch space shall be maintained between stored combustible materials and interior finish, firewalls and partitions. Packing materials shall be kept in the original bales until used. Broken bales shall be kept in all metal-lined bins with automatic self-closing covers.

Chapter 7

WELDING, CUTTING AND BRAZING

7.1. Welding, Cutting and Brazing permits.

7.1.1. A permit will be issued by the Fire Prevention Section.

7.1.2. Requests to conduct welding, cutting and brazing operations should be made at least 24 hours in advance to acquire the permit.

7.1.3. Special permits can be acquired for longer periods of time as deemed necessary and safe by the fire prevention personnel.

7.1.4. Authority to issue permits can be transferred to a responsible and trained person, as long as there is a valid need for this service as determined by the fire prevention personnel.

Chapter 8

DECORATIONS

8.1. Public Assembly.

8.1.1. The KMC Fire Chief shall impose controls on the amount and the arrangement of combustible contents (including decorations) in places of public assembly to provide an adequate level of safety from fire.

8.1.2. Any item not IAW AFI 91-203 needed for special events, occasions, or religious purposes, will be approved by the KMC Fire Chief or his representative prior to installation.

8.1.3. Live greenery will not be used as wall or ceiling decorations or in interior locations deemed unsafe by the KMC Fire Chief or his representative.

8.1.4. Decorations such as stage curtains, netting and drapes or other combustible materials used in places of public assembly, as well as those in administrative facilities or dormitories, will be factory treated with flame-resistant material.

8.2. Holiday Decorations.

8.2.1. Natural-cut Christmas trees shall not be permitted in assembly, educational, health care, detention, correctional, mercantile, lodging or dormitory occupancies. Also they will not be located near heating vents or other fixed or portable heating devices that could cause the tree to dry out prematurely or to be ignited. **Exception:** Trees may be located in areas protected by an approved operational automatic sprinkler system.

8.2.2. In occupancies where natural trees are permitted, the bottom end of the trunk will be cut at an angle at least 1 or 2 inches above the end to help the tree absorb water. The tree will be placed in a suitable stand with adequate water. The water level will be checked and maintained on a daily basis.

8.2.3. Christmas trees will be fresh with no signs of drying. Trees found to be dry are highly combustible and will be removed from the facility.

8.2.4. Artificial Christmas trees shall be labeled or otherwise identified or certified by the manufacturer as being “flame-retardant” or “flame-resistant”.

Chapter 9

ELECTRICAL INSTALLATION AND EQUIPMENT

9.1. Electrical Equipment.

9.1.1. All electrical appliances, electrical cords, and transformers must bear the UL seal or European equivalent Computational Engineering (CE).

9.2. Suspended light bulbs or drop cords used in storage locations will be enclosed in wire guards. No portable type lamp (drop cord) assembly will be used without a proper guard or wire shield as a protection against breakage.

9.3. Cooking Appliances.

9.3.1. Hotplates, frying pans, toasters, etc. are prohibited in work areas, except where approved for cooking by unit commanders and coordinated through the Fire Prevention Section.

9.3.2. No Fueled heaters / open flame heaters will be authorized for use inside any facilities.

Chapter 10

POWERED MECHANICAL EQUIPMENT AND REFUELING

10.1. Refueling and Defueling.

10.1.1. Gasoline-powered equipment will not be refueled inside any building, except Hardened Aircraft Shelter (HAS). Refueling will be accomplished only after the engine has been shut down and ignition placed in the “OFF” position and sufficient time is allowed for cooling.

10.1.2. When fuel is spilled during servicing, no attempt will be made to start the engine until all traces of fuel have been removed. All fuel spillage must be promptly reported to the FACC, extension 480-7683. For emergency purposes call 112. (See Section 5.1.1.)

Chapter 11

FACILITY AND FLIGHTLINE FIRE EXTINGUISHERS, FIRE PROTECTION SYSTEM DEVICES

11.1. Fire safety systems and fire extinguishers shall not be tampered with or used for other than their intended purpose of fire suppression. No person, without authorization, will render any portable, fixed, fire extinguishing system, or fire alarm warning system inoperative or inaccessible. Rendering a fire extinguishing system or fire alarm warning systems inoperative or inaccessible, without authorization, is a violation of Article 92, Uniform Code of Military Justice (UCMJ). Civilians, government employees and family members may face punishment under local laws as determined by the authority having jurisdiction.

11.2. Facility Fire Extinguishers.

11.2.1. The Fire Prevention Section recommends fire extinguisher requirements and locations, and should not be moved. Facility managers are responsible for the procurement of, and accountability for, all facility extinguishers. Facility managers will provide a copy of the facility fire extinguisher inventory during fire prevention visits. At a minimum, this inventory should have the following data included for each extinguisher:

11.2.1.1. Serial number

11.2.1.2. Type of extinguisher; i.e., 10 lbs ABC, 30 lbs D

11.2.1.3. Manufacturer

11.2.1.4. Model

11.2.1.5. Date of Manufacture.

11.2.2. When fire extinguishers are discharged for reasons other than an actual fire or normal maintenance, the unit supervisor must submit a letter to the FES explaining the reason discharge and action taken to prevent future recurrence.

11.3. Flightline Fire Extinguishers.

11.3.1. Unit commanders are responsible for fire extinguishers that are damaged by carelessness or negligence. Flightline fire extinguishers shall be inspected daily by maintenance personnel. Those extinguishers in need of servicing must be brought to the extinguisher maintenance shop or contact the extinguisher maintenance technician at 480-1615.

11.4. Fire Hydrants.

11.4.1. The use of fire hydrants for other than firefighting purposes is prohibited except with approval of the Base Fire Marshal.

11.4.2. The area within 15 feet of any hydrant must be kept clear at all times, and shall not be obstructed by fences, barriers, vehicles, bushes, equipment, etc.

11.5. Fire Protection Systems.

11.5.1. Facility managers, dormitory managers and supervisors are required to brief all building occupants on procedures concerning proper use of fire protection devices.

11.5.2. Upon any fire alarm activation, all occupants, including contractors, must evacuate.

Chapter 12

EXITS AND MEANS OF EGRESS

12.1. All fire exit doors must be unlocked when the building is occupied. Blocked doors require written approval from the Fire Prevention Section.

12.1.1. Stairways, hallways and under any stairway shall not be used for storage purposes.

12.1.2. Self-closing exit doors must not be locked, wedged or blocked in the open position.

12.1.3. Exits shall not be hidden by drapes, curtains or other decorative materials.

12.1.4. The entire means of egress must be free and accessible of any obstructions which could hamper use as an egress component. This includes security locks, snow/ice removal, storage, seating, lounging, advertisements, displays etc.

Chapter 13

BARBECUE (BBQ) AND OPEN FLAMES

13.1. BBQ grills must be located at least 15 feet from all buildings while they are in use. Grills will not be used under any awnings or overhangs that are connected to the building. Grills are allowed on balconies in military family housing; however, they shall not be left unattended at any time, and charcoal grill flames shall be kept to a minimum height.

13.1.1. Open fires, such as campfires, require written prior coordination and approval of the KMC Fire Chief. This does not apply to BBQ grills. Bon-fires are strictly prohibited, unless written approval from the KMC Fire Chief or Base Fire Marshal is obtained.

13.1.2. Dumping of charcoal (hot or cold) briquettes into any dumpster is strictly prohibited!

13.1.3. Charcoal must be stored in a dry location.

Chapter 14

HOUSEKEEPING

14.1. Performance of good housekeeping standards relative to fire safety is the responsibility of all unit commanders and supervisors regardless of whether or not contract custodial services are provided. Commanders and supervisors must ensure all buildings and grounds (including trash pickup areas) under their jurisdiction are maintained in a fire-safe condition at all times.

14.1.1. Trash receptacles must be appropriate for the waste they contain and the likelihood of catching or spreading fire. For example, plastic receptacles are typically acceptable for ordinary office waste, but inappropriate for shop rags or sawdust.

14.1.2. Storage is not permitted in attics, boiler or mechanical rooms.

14.1.3. Outdoor trash receptacles, including dumpsters, packing cases, cardboard compactors, etc., must be located 25 feet from any building and fire hydrant. They should also be kept clear of FES access lanes.

14.1.4. Janitorial closets shall not be used as trash collection points. Closets must be kept clean and used for janitorial supplies only.

14.1.5. Dust and lint shall not be allowed to accumulate on electric motors, ventilation fans and vents.

Chapter 15

SMOKING AND DISPOSAL OF SMOKING MATERIALS

15.1. Smoking, striking matches and the use of mechanical lighters are not permitted within 50 feet of aircraft, Liquid Oxygen (LOX) carts, hangars, nose docks, paint shops and refueling vehicles or within 100 feet of gasoline and jet fuel storage, fuel pump houses and dispensing areas.

Chapter 16

STORAGE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS

16.1. Flammable Liquids.

16.1.1. Flammable liquids stored in or outside buildings must be approved, in writing, by the Fire Prevention Section. All requests must be submitted with a floor plan drawing for the proposed site and be signed by the unit commander. Authorized storage areas (i.e., chemical sites) for flammable and combustible liquids will be located not less than 50 feet from other structures, except as authorized by the base FES.

16.1.2. Flammable or combustible liquids will not be stored in any public assembly facilities, clubs, dormitories, office areas, desks, unattended work benches, buildings (which normally are used as sleeping quarters) and other similar type locations.

16.1.3. Flammable or combustible liquid spills are classified as hazardous materials releases and are reportable to CES Environmental Management Flight, Waste Disposal Section.

16.1.4. Gravity discharge of any flammable or combustible liquid from tanks, drums or containers (other than UL listed safety cans) is prohibited within structures, unless the area used for dispensing is approved, designed and designated for indoor dispensing.

16.2. Flammable Gases.

16.2.1. Liquid petroleum gas (LPG) cylinders used for barbecue grills may be stored outside of buildings provided cylinders are stored in a lockable ventilated metal locker to prevent tampering with the valve and pilferage of the cylinder.

16.2.2. All compressed gas cylinders, full or empty, will be secured to prevent them from falling or being accidentally tipped over.

PATRICK X. MORDENTE Brigadier General,
USAF
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

29 CFR Part 1910.146, Permit-Required Confined Spaces

UFC 3-600-1, *Design Fire Protection Engineering for Facilities*, current date

UFC 3-600-2, *Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*, current date

AFPD 32-20, *Fire Emergency Services*, 21 Jun 12

AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*, 9 Sept 08

AFI 33-360, *Publications and Forms Management*, 25 Sept 13

AFMAN 33-363, *Management of Records*, 01 Mar 08

AFOSH Std 91-5, *Welding, Cutting, and Brazing*, 1 May 97

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 Jun 12

TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding (ATOS)*, 15 Jul 02

NFPA 13, *Standard for the Installation of Sprinkler Systems*

NFPA 30, *Flammable and Combustible Liquids Code*

NFPA 70, *National Electric Code*

NFPA 72, *National Fire Alarm Code*

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*

NFPA 101, *Life Safety Code*

NFPA 291, *Recommended Practice for Fire Flow Testing and Rating of Hydrants*

Engineering Manual 385-1-1, *US Army Corp of Engineer Safety - Safety and Health Requirements*

DODEA Policy, *Department of Defense Educational Activity Policy*

Article 92 of the UMCJ, *Failure to Obey Order or Regulation*

Adopted Forms

AF 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFOSH—Air Force Occupational Safety and Health

CDC—Child Development Center

CE—Civil Engineer

CE—Computational Engineering

DSN—Defense Switched Network

FACC—Fire Alarm Communication Center

FCC—Family Child Care

FSD—Fire Safety Deficiency

IAW—in accordance with

KMC—Kaiserslautern Military Community

NFPA—National Fire Protection Association

STD—Standard

UFC—Unified Facilities Criteria

UL—Underwriters Laboratories/**CE**—Computational Engineering (European equivalent)

ATTACHMENT 2

ORM TEMPLATE

OPERATIONAL RISK MANAGEMENT ASSESSMENT (ORMA) (***Name of Bldg & FSD # that requires the ORM***)					
REVIEW TEAM			FSD CODE	TYPE OF REVIEW	DATE OF REVIEW
DESCRIPTION OF PROPOSED CHANGE					
Step 1: Hazard Identification – Risk Event					
FACTORS		EXISTING	PROPOSED	SIGNIFICANCE	
Step 2: Risk Assessment					
Step 2A. Assessment			Step 2B. Prioritization		
Probabili ty	Severi ty	Hazard	Item	Level	
PROBABILITY Frequent, Likely, Occasional, Seldom, Unlikely		SEVERITY Cat = Catastrophic, Crit = Critical, Mod = Moderate, Neg = Negligible		RISK EH = Extra High, H = High, M = Moderate, L = Low	
Step 3: Analyze Risk Control Measures					
Item	Macro	Control Measure			Cost
1	REJECT				
2	REDUCE				
3	ELIMINATE				
Step 3: Risk Control Options					
Action 1 – Identify Control Options					
Action 2 – Determine Control Effect					
Action 3 – Prioritize Risk Controls					
Step 4: Make Control Decisions					

DECISION LEVEL Action "1" Action "2" Action "3" Action Selected: _____ 86 AW/CC _____ Date _____
Step 5: Implementation
Step 6: Supervision and Review

ATTACHMENT 3

CORRECTIVE ACTION PLAN TEMPLATE

CORRECTIVE ACTION PLAN		
From: [typically the using organization commander]		
Sent: [insert the date]		
Cc: 86 CEG (Wing Safety) 86 CES/CEF (Fire) OPR CC (OPR Unit Commander)		
Subject: Fire Safety Deficiency Mitigation/Action Plan – Building 2201 Ramstein Air Base Germany		
COORDINATION		
<u>OFFICE</u>	<u>ACTION</u>	<u>Last Name/Rank/Date</u>
OPR	Coord	(Name of reviewer)
86 AW/SEG (Wing Safety)	Coord	
86 CES/CEF (Fire)	Coord	
OPR (to rout through chain of command)	Coord	
OPR Chain of command	Review	
OPR Chain of command	Review	
86 AW/CC	Approve	
AO: [action officer/functional user OPR name, rank, unit/office symbol, on-base phone number]		
SUSPENSE: [include any suspense date or N/A]		
<ol style="list-style-type: none"> 1. PURPOSE: [The only attachment should be any extremely lengthy document, nothing else. All pertinent information should be included in this section. The reader should not have to look anywhere else for an explanation of the package's contents.] Discussion: [State the reason for the needed signature/coordination and any pertinent information needed to inform them why they are receiving the package. Include all information in the e-mail (e.g., tabs, talking papers).] 2. INTERIM MITIGATION ACTIONS. 3. PERMANENT CORRECTIVE ACTION PLAN 		
NOTE: Signature of approval authority is required, the level of which varies according to nature and duration of issue. The coordination above assumes 86 AW/CC approval is required.		